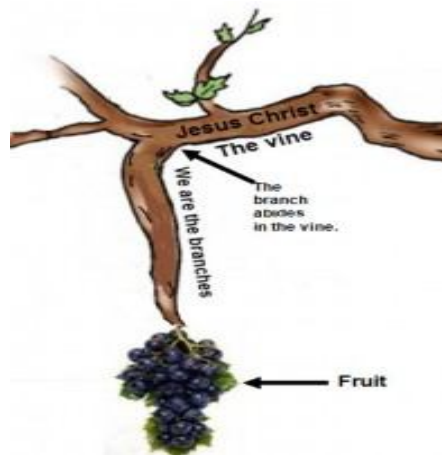


CHURCH OF GOD OF PROPHECY
NORTHEAST REGION

REGIONAL YOUTH & YOUNG ADULT CAMPS
2016

"Live *Mã*s, Do *Mã*s, Connect *Mã*s ..."
"Live More, Do More, Connect More..."



"Yes, I am the vine; you are the branches. Those who remain in me, and I in them, will produce much fruit. For apart from me you can do nothing." – John 15:5



STAFF MANUAL



Greetings Treasured Friend and 2016 Camp Staff:

Warm Christian greetings in the name of the Lord. On behalf of our Regional Overseer and camp committee, it is my privilege to welcome you to our camp ministries family. I am blessed that you will join the staff that has been entrusted with the spiritual care of an amazing generation*. ***You have been assigned to be priests, prophets, warriors, and anointer, to this generation.***

The premise of our theme: Partners with the Northeast Region Youth & Transitions Ministries vision concept to help our students understand the importance of connecting with **God, Self, Family, Church, Community and their World**. Additionally, they will learn:

- **God expects more out of their lives.**
- **God expects them to do more with their lives.**
- **God expects them to connect “more” with Himself and others.**



This staff manual is prepared to acquaint you with the organizational, physical, and management aspects of Youth Camp. **Many of you have seen this manual before. There have been a few changes, so please take a few minutes to look through it. *Camp Vacamas requires that each staff member review the guidelines of the camp ground*.**

We look forward to another “Fruitful” year of camp. Working together as a **team with one common purpose** is the key to the success of Camp. Let us continue to pray for each other as well as the campers that will attend.

Thank you! Thank you! You are invaluable to me and this ministry. Your work has eternal purposes and I’m so glad we’re on the same team. Please join us in prayer and fasting that we might be excellent in ministry, the Lord will be pleased, and lives will be changed forever. Let me know if you have any questions or suggestions.

“Developing leaders, who will change their world”

Minister Morais L. Cassell,
Northeast Region Evangelism and Youth Camp Director.

We are excited about the transition to our new weekend young adult/transitions camp and the continuation of our youth camps:

Discoverers (6–8)

Trailblazers (9–12)

Pioneers (13–18)

Transitions (19–30)



PURPOSE

The purpose of Youth Camp 2016 is to create an environment and the opportunity for a camper to receive holistic ministry, ***Jesus grew in all ways – wisdom (mentally), in stature (physically), in favor with God (spiritually) and with men (socially) – Luke 2:52.*** Youth Camp 2016 will create an intense experience that will forever stand out from other life's experiences in campers' and staffs' memory.

YOUTH CAMP CORE VALUES:

- Provide a Genuine Community
- Whole-Person Ministry
- Relationship Building
- Memory Making
- Leadership Development

Counselor Helps For working with At-Risk Youth:

1. Pray
2. Work as a team.
3. Don't act surprised when you hear vulgar language.
4. Understand that nighttime in a rural setting can be frightening to city kids.
5. Be alert for weapons.
6. For some at-risk kids, stealing is a way of life. Make it difficult for thefts to occur.
7. Be prepared to deal with tobacco products and illegal substances.
8. If a camper becomes angry, do not take it personally.
9. Make camp fun. Many troubled youths have lost their childhood.
10. Keep in contact with campers.



Description of Functions and Responsibilities

CAMPER SAFETY! (First and Foremost)

It is expected that each staff member will understand their role to promote and maintain the health and safety of campers under their supervision. The camper needs **MUST** come before your own. Each staff member's first priority in every situation is to camper safety. Each staff member must have constant watchfulness and an understanding of the rules that apply to each camper activity and to the camp in general. They become your children entrusted in your care. Love them and care for them as if they were your sibling or your own.

Each camper **SHOULD BE** under supervision of a counselor at **ALL TIMES!**

ROLE OF A COUNSELOR

Responsibilities:

1. To help each camper experience an enjoyable, and memorable camp experience.
2. To care for and supervise up to 6 (+) campers.
3. To be responsible for the health, welfare and (if possible) happiness of the camper.
4. To put the campers needs before your own.
5. To encourage, guide, and lead campers into new or further relationship with Jesus Christ.
6. To be **Christian example** to campers and co-counselors at all times.
7. To facilitate cabin devotions and discussions.
8. To supervise the cabin group in keeping the cabin area clean
9. To be a part of all activities with your campers.
10. To be compassionate, and caring listener.
11. Know the whereabouts of your camper at **ALL TIMES.**
12. To report any missing camper **IMMEDIATELY!**
13. To report to the Director any difficult situations including conflicts, which may arise in camper or staff relationships.
14. To observe Lights-Out and Quiet Hours (very important!)
15. To be accountable to the Directors and Administrators of the Church of God of Prophecy Camp Ministry
16. To follow the camp schedule and be an example in promptness to activities, meals, and in manners.
17. To follow camp rules and Directors direction at all times.
18. To make note of any incidents and report any accidents or injuries to the nurse promptly.
19. To remember – the camper is first – you are here for the camper.
20. To take advantage of every opportunity to talk with and share with the campers so that the light of Christ may shine forth from your life.

ROLE OF A LEAD COUNSELOR (MALE / FEMALE)

These individuals have the same responsibilities as the counselor; however, they will also be responsible for overseeing the counselors of their camp.

Responsibilities

- Be sensitive to when a counselor may seem exhausted and need a break or some rest time.
- Be ready with a plan to relieve a counselor if necessary (i.e. For medical emergency or break).
- Observe and practice all counselor responsibilities.
- Work and pray with the counseling staff to provide physical and spiritual encouragement
- Foster and promote a cohesive environment of teamwork amongst counselors
- Provide guidance to counselors (outside the presence of campers) as you see fit.
- Be aware of how to respond to emergencies & disasters.

ROLE OF A CIT – COUNSELOR-IN-TRAINING

These individuals have the same responsibilities as the counselor, however, they will be working alongside another counselor and be under the supervision of that same counselor.

Responsibilities

- Learn & practice the responsibilities of a counselor
- Interact with the campers and counselors
- Be accountable to your assigned counselor and to the respective camp Director.

ROLE OF THE ACTIVITIES/RECREATION DIRECTOR

- Assist in coordinating camp site activities
- Work with Camp Site (Camp Vacamas) staff in scheduling, preparing and coordinating activities.
- Plan and develop field games, challenges, and water sports as organized activities that will complement the theme.
- Work with Directors to assess what their needs are in terms of activities.
- Assist as a counselor when activities are not scheduled.
- Choose assistants to aid in organizing teams, tournaments, etc.
- Responsible for organizing teams, activities, tournaments and for finding officials for various sports.
- Responsible for alternate plan in case of inclement weather.
- In charge of all recreation equipment, taking down and putting up with help of assistants.
- Coordinate activities with the Directors and Campsite Manager.
- Inform the Directors and Nurse of the location of each planned activity.
- Coordinate & follow the recreation schedule.



ROLE OF THE MEDICAL STAFF – NURSE & NURSE ASSISTANT

- Review medical forms for completeness upon receipt of each camper.
- Administer any medication camper is required to take at camp and keep close check to see that campers take the medication as prescribed. Keep accurate record of any first aid administered: name of camper, date, time of day, symptoms, action of camp nurse, and medication or treatment given. Turn completed record over to administration at end of camp for permanent file.
- Attending to accidents and injuries that occur during camp.
- Documenting all medically related incidents, accidents and visits to the infirmary.
- Be familiar with the camp site.
- Be aware of how to respond to emergencies & disasters.
- Inform the Director of the respective camp of any incidents, accidents or visits to the infirmary.
- To keep medical information confidential.
- To be ready to attend to incidents or accidents that may arise during recreation or any other camp related activity (art, classroom, etc.)
- Develop a well-planned pattern for handling all serious emergencies: knowing what transportation to use, phone locations, knows address and directions to nearest Poison Treatment Center, or hospital etc. Nurse must never be without this information.
- Set up a First Aid Station with proper supplies. Keep a running inventory of supplies for camp file.
- Check campers' health forms and inform Directors and Deans of any unusual circumstances which need attention.
- When not in First Aid Station, a note should be left telling where nurse may be reached in case of emergency.
- Complete all insurance forms necessary and get them properly signed by physician. Turn a copy of these completed forms to administration at the end of camp for permanent file.

ROLE OF THE CAMP DIRECTOR

- Plan and direct all activities for the respective camp (i.e. Discoverers, Trailblazers, Pioneers, Transitions).
- Oversee all counselors and insure adherence to responsibilities.
- Pray with and encourage staff to provide spiritual, mental and physical support
- Report any incidents or accidents to the medical staff promptly.
- Be aware of how to respond to emergencies & disasters.

ROLE OF THE DEAN

- Assist Director as requested as to special needs or problems.
- Confer with Campsite Manager as needed.
- Confer with Instructors and Workshop Leaders about special needs: teaching supplies, audio/visual aids, adequate seating, etc. Dean of Men will ensure these are provided for workshops. Use Staff Assistants as needed.
- Remain accessible to leaders throughout the day.
- Have daily meeting with the camp directors.
- Daily inspection of cabins.
- Maintain daily schedule; sound necessary bells.
- Regulate lineup at mealtime; arrange for prayer.
- Make announcements using various methods.
- Have a bed check each night.
- Assign extra or unexpected clean-up details.
- Coordinate final day clean-up.
- Communicate regularly with the Director concerning any organizational, behavioral, or physical problems being incurred.

ROLE OF THE ADMINISTRATIVE DIRECTOR

- Provide resources to allow Directors to work effectively to meet camp goals.
- Monitor all activities in all camps and insure safety of all campers.
- Be aware of how to respond to emergencies & disasters.

ROLE OF THE ADMINISTRATIVE ASSISTANT

Responsibilities:

- Manage all documentation including but not limited to applications and medical forms for camp
- Track finances
- Manage and maintain supplies that may be needed from each camp.
- Be available as a liaison for Directors and Camp Administrators.
- Ensure adherence to camp schedule
- Coordinate receiving of campers
- Coordinate dismissal of campers.

Role of the Teacher

- Develop, prepare, and facilitate a 4 day lesson plan that is in line with the camp's theme and will work towards meeting the camp's objective.
- Be accountable to the respective camp Director.



SNACK SHACK (STORE) MANAGER

- Make a complete inventory before camp begins.
- Operate camp store at designated times.
- Utilize Staff Assistants as helpers if needed.
- Keep accurate written record of daily sales.
- Complete final inventory of supplies at end of camp.
- Run concessions at scheduled times.
- Coordinate ordering and inventory of concessions with Administrator.

Staff Do's and Don'ts:

- Avoid communication to co-counselors or campers that would reflect negatively on the camp.
- Intimate relationships or any relationship that would appear to be flirtatious or sexual in nature is prohibited among co-counselors or towards campers.
- Use of inappropriate language is unacceptable and is unbecoming of a Child of God. Please avoid doing this at ALL COST. It is detrimental to the camp and to the campers.
- Be an example to campers at all times. Follow any and all camp rules or direction that is set forth.
- Refrain from exercising corporal punishment or becoming verbally abrasive to correct camper behavior. Please refer to "**Counselor Helps For working with At-Risk Youth**".



▪ Notes:

Incident Reporting Procedures

If you have any concerns regarding the safety of a child, then they should be reported to the appropriate person who will then work with you on what action needs to be taken. ***All incidents should reported on the incident report form and turned into the administrative staff.***

Any person who has reasonable grounds to believe that a child (or children) is in need of protection is legally required to report the matter to a social worker in the local office of the Ministry for Children and Families. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense.

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe a child is in need of protection, the legal obligation to report applies.

Historical abuse or neglect, that is, abuse or neglect which occurred in the not very recent past, must be reported wherever there are reasonable grounds to believe that a child may be in need of protection. If the alleged offender is in regular contact with a child or children, even if it is the same child or children abused in the past, there may be grounds to believe that the child or children are at risk based on the offender's past behavior. It is particularly vital to report these cases where the alleged abuser is in a position of trust concerning children, such as a teaching position.

Discuss Suspicious Behavior Immediately

Any inappropriate conduct or relationship between adult volunteer workers and a youth or a child must be confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. The adult worker's services should be terminated immediately for continued violation of sufficient gravity. Ministry Leaders should note when a youth or child appears aloof or withdrawn, or exhibits a marked personality change. This may indicate a problem that deserves attention.

IMPORTANT:

As soon as possible after the incident comes to your attention:

- **Contact the appropriate people and/or agency. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.**
- Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt.



- Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority. In some situations, churches have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the victim and the victim's family. Future reconciliation will be more difficult. The possibility of damaging litigation increases.
- Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

Confidentiality

In these matters it is important to keep the information restricted to those who need to be advised, therefore, all suspicions of abuse should be directed only to the person responsible for that department or the senior pastor. It is the responsibility of the pastoral staff to contact the local office of the Ministry for Children and Families.

The only claim of confidentiality that overrides the legal duty to report is solicitor-client privilege. Thus physicians, clergymen and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.

Responding to the Child

When the child first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen to the child. Give emotional support, reminding the child that he or she is not at fault. Tell the child that he or she was right in telling you about the problem. Do not promise the child you will not tell anyone.

EMERGENCY PROCEDURES

FIRE PROCEDURES

1. Listen for air (bull) horn and instructions
2. Campers and staff go to the nearest basketball court or flagpole
3. take attendance – account for all in camp
4. begin fire operation – campers remain under supervision
5. staff use fire extinguishers
6. call 911- Fire Department (only in the event of smoke or an actual fire)

SEVERE WEATHER:

- Listen for air (bull) horn and instructions
- Campers and staff go to the basketball courts or flagpole. ***If thunder and lightning, remain in the building or go to the nearest building in a safe location.***
- Camp directors check your camper list to ensure all your campers are present.

Night-time Fire Procedures: All room empty out and go to the basketball courts for a head count when air horn is sounded. Then stay in places while runner is sent to the main office for location of the fire. Wait for further instructions as to whether it is safe to walk to the basketball courts for assembly as noted in the instructions above. (Be sure to account for all staff, check for each camper, and report “All Clear” to director)

NOTE: Everyone is to observe these Emergency Procedures – no matter what you are doing. Any camper or “unauthorized staff” who sounds an emergency blast will be subject to immediate dismissal from camp.

MEDICAL EMERGENCY:

Immediately – send a runner to the nurse’s station. If the nurse is not in the station, check note on the door to locate the nurse.

The Nurse/EMT/Camp Director or their appointee will contact as necessary:

- A) The Ambulance Service 911
- B) Chilton Memorial Hospital - 97 West Pkwy, Pompton Plains, NJ 07444
Phone: (973) 831-5000.**
- C) The Poison Control Center: 800-336-6997

BASIC FIRST AID UNTIL NURSE ARRIVES:

Bleeding: Most bleeding can be controlled by direct pressure over the wound.

Nose Bleed: Encourage the patient to sit upright with the head back or to recline with the head shoulders supported. Holding the nostrils together, with a piece of tissue or a clean cloth, pinch gently probably around three (3) minutes.



Heat Exhaustion: A person who has been exposed to the heat or to sun and who complains of fatigue, headache, upset stomach, and whose skin may feel flushed, may be suffering from heat exhaustion. Have patient lie down in shade if available and loosen tight clothing. Put cool compress to forehead.

Object in Nose: Keep patient as quiet as possible. Have him or her blow gently to try to dislodge object. Do not do anything further until professional help arrives.

Object in Ear: An object in the ear may be dislodged by lowering the side of the head on which the object is located and gently patting the other side of the head.

Object in Throat: If a person with an object caught in his throat can still breathe and cough, encourage him or her to try and cough the object out on his/her own. If unable to remove the object but he/she can still breathe sufficiently, have him/her assume a position most comfortable for him/her until medical help arrives. If the object completely obstructs the airway, emergency medical attention must be obtained immediately! A person trained in first aid or CPR is able to administer back blows and abdominal thrusts as taught.

Fainting: This is due to insufficient blood in the cerebrum (large lobe of the brain). Have patient lie down and be very calm. If patient gives some warning that this is about to happen then put his head between his knees. This will let the blood rush to his head and then have patient lie very still until help arrives.

Snake Bite: Get nurse immediately! Unless you are qualified, **DO NOT ATTEMPT TO DO ANYTHING.** Try to identify the snake. If you have killed it, take it with patient for professional help in identifying the snake.

Bee Sting: Removing a stinger may be hard to do and you are better off to send the patient to the nurse without doing anything yourself. Unless the patient is in distress because of a generalized reaction, the stinger may be removed immediately by scraping with a very sharp object or if some type of tweezers is available, it may be removed by gently picking up the stinger and then pulling straight up.

Ticks: If one should happen to be found, it needs to be removed right away, making sure you get all of it. Sometimes a particle of a tick has become imbedded into the skin. Rub gently with soap and water and then apply alcohol.

First aid is the act of giving quick and correct emergency care to those who are sick or hurt. It is not necessary to be a medical expert to do this. In an injury or sickness, there is much that can be done to ease the pain and the discomfort of the patient until professional help arrives. Do not try to do more than you are qualified to do! Try to keep the patient and **GET THE NURSE IMMEDIATELY!** The greater number certified in the American Red Cross Standard First Aid and CPR, the safer our camp will be. I encourage all staff members to take these courses. You can save a life

CAMP VACAMS

Group Orientation/Agreement for Retreat Groups

Please review these guidelines with all members of your group. Sign below that they have been received.

Facilities Usage and Restrictions

- Groups should use areas of camp for which they are contracted only.
- Drugs, Alcohol and/or Weapons are not permitted.
- Smoking is not allowed in any buildings. If you are an adult that smokes you must smoke outside in designated areas out of the view of children. All butts must be taken away with you.
- Emergency exits in all buildings must not be locked.
- Bunk guardrails must remain in place on bunks at all times. Mattresses, pillows, bedding and beds may not be moved from room to room.
- No one can go near the waterfront without permission and a Camp Vacamas Lifeguard. Swimming and boating are permitted with Vacamas Lifeguards only and must be arranged in advance.
- Groups are not allowed to use the challenge course (low ropes, high ropes or climbing wall) or Archery range/equipment without Vacamas qualified facilitators and this must be arranged in advance.
- Speed limit is 15 miles per hour on camp.
- Keys should be removed from vehicles and kept with driver when not in use.
- Campfires are permitted only under the supervision of Conference Center Director or designee.
- Food is only to be kept in the kitchen and only to be consumed in the dining and/or cookout areas. Food should never be kept or consumed in the sleeping areas.
- No pets are allowed on camp.

Health & Safety

- Each group will be given a safety orientation by the Conference Center Director to explain camp rules and emergency procedures upon arrival and to point out natural and man-made hazards in the area.
- A individual certified in CPR/First Aid must be provided or arranged in advance to be provided by Vacamas.
- Ensure group leader has all emergency numbers.
- Your group must have a vehicle available or on call to provide emergency

	<p>transportation. If you do not have a vehicle you must make arrangements with the Conference Center to have emergency transportation available.</p> <ul style="list-style-type: none"> · Strangers are not permitted on camp. If you see someone you do not recognize and are concerned then please contact the Conference Center Director. · In the event of Thunder and/or Lightning, seek shelter immediately until 20 minutes after lightning. · In the event of an emergency contact Conference Center Director and emergency services. · No one should ride in the back of a pickup truck, or any non-passenger area of any vehicle, no matter the age of the participant
Supervision	<ul style="list-style-type: none"> · Conference Groups with participant under the age of 18 are expected to maintain adequate supervision for their group. Campers under 18 are not permitted to walk around the property or take part in activities without supervision. "Adult Leader" means a responsible adult over the age of 18 with experience in supervising young people. Vacamas recommends that all staff and volunteers supervising campers be cleared through a recognized criminal background check process. The expected adult leader to camper ratios are: 1:5 for campers 4-5 years old 1:6 for campers 6-8 years old 1:8 for campers 9-14 years old 1:10 for campers 15-17 years old
Other	<ul style="list-style-type: none"> · 1. Groups must provide the names and addresses of all participants for insurance purposes. · 2. Conference groups are expected to check schedules with Conference Center Director prior to arrival at camp. Activity schedules must be approved by the Vacamas Conference Center Director for insurance purposes. · 3. The group is responsible for providing directions to all group members, and ensuring there is a safe and smooth process for loading, unloading and parking. · 4. Camp Vacamas and/or individual Camp Vacamas staff members will not be held responsible for theft or damage to personal items. · 5. Members are advised to store safety and ensure careful handling of any personal sports equipment (i.e. Bats, etc.) Keep in mind that outside high-risk activity equipment such as archery or climbing equipment is not allowed in Vacamas Conference Center activities.

**REPORT FORM
SUSPECTED CHILD ABUSE**

DATE: _____

NAME OF CHILD _____

ADDRESS: _____

PHONE NUMBER: _____

NAME OF PERSON FILING REPORT: _____

NAME OF PERSON RECEIVING REPORT: _____

Nature of suspected abuse: (Physical, sexual, emotional, neglect): _____

Indications of suspected abuse: (Including facts, physical signs and course of events where necessary): _____

Action taken: (Including date and time): _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL**.

Signed: _____ Signed: _____
(Person Reporting) (Pastor/Director/Leader)

Children's / Youth Ministries
Church of God of Prophecy

(Please **Detach, Sign** and **Submit** to Administrative Staff)

I (Name) _____ hereby affirm that I have read the 2016 Youth Camp Staff Manual, and understand my staff responsibilities: _____ (Signature) _____ Date.